



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
3 Nov 03

MEMORANDUM

Subj: HAZARDOUS DUTY INCENTIVE PAY (HDIP) FOR VISIT, BOARD, SEARCH, AND SEIZURE (VBSS)

Ref: (a) EO 13294 of 28 Mar 03
(b) OUSD(P&R) memo of 16 Jun 03
(c) SECNAV Memo of 2 Oct 03
(d) DODFMR Volume 7A
(e) NWP 3-10 (series)
(f) NWP 3-07.1
(g) NWP 3-05.24
(h) COMNAVSURFORINST 3502.1 (series)
(i) MILPERSMAN

1. Per references (a) through (h), a new Hazardous Duty Incentive Pay (HDIP) is authorized for Visit, Board, Search and Seizure (VBSS) duty. This pay recognizes that VBSS team members often face industrial hazards, crew hostilities, and numerous unseen dangers. Trained personnel assigned to VBSS teams and participating in regular and frequent operations are now eligible for VBSS hazardous duty incentive pay (HDIP). This new pay is effective 1 January 2002, in accordance with Title 37 United States Code, Section 301, and references (a) and (b). The Secretary of the Navy delegated management of the program to the Chief of Naval Personnel in reference (c). The pay will be managed as other HDIPs in accordance with reference (d). VBSS HDIP enhances unit effectiveness of maritime interdiction operations, homeland security, and counter-narcotics patrols through increased individual training and unit cohesiveness.

2. Eligibility requirements/restrictions:

a. As proscribed in DoD 7000.14-R, Volume 7A, Section 2401, members who qualify and perform multiple types of designated HDIP (i.e. VBSS, flight deck, diving, etc) may receive no more than two HDIP payments for the same period.

b. Commands are required to perform frequent and regular VBSS evolutions. A minimum of three VBSS boarding evolutions per month must be performed in order for members of the VBSS team to be eligible for VBSS HDIP pay for that month.

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(1) An evolution consists of a boarding mission conducted by a VBSS team.

(2) Insertion/extraction of the VBSS team may be via boat, helicopter, or both.

(3) The boat crew that must continue manning the boat while the boarding is in progress is eligible for VBSS HDIP, but should be comprised of the minimum personnel necessary for mission requirements.

c. Each command is authorized no more than two boat crews and two VBSS Teams. Each boat crew is comprised of a boat coxswain, boat engineer, and bow hook. Each VBSS team consists of twelve persons trained and qualified in accordance with references (e) through (h), as appropriate. Naval Special Warfare (NSW) boarding forces do not count against the command's two crew maximum. NSW commands may exceed the two boat crew maximum.

d. Competent authority must assign personnel to an authorized VBSS billet.

e. Personnel must be assigned for the entire month.

f. Personnel must be properly trained in accordance with references (e) through (h), as applicable.

3. The numbers of authorized boarding party quotas by activity type are as follows:

<u>Ship Class/Activity</u>	<u>Officer</u>	<u>Enlisted</u>	
MCM/MHC/PC/ARS/LPD/LSD/LHA	1	13	(Note 1)
DD/DDG/CG/FFG	2	28	(Note 2)
NSW Forces	TBD	TBD	(Note 3)

Note 1: Those commands that desire to use an officer as the Assistant Boarding Officer vice a senior enlisted may pay two officers and 12 enlisted vice one officer and 13 enlisted.

Note 2: Those commands that desire to use an officer as the Assistant Boarding Officer vice a senior enlisted may pay four officers and 26 enlisted vice two officers and 28 enlisted.

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Note 3: NSW boat detachments/boarding crews may consist of MK V Special Operation Craft (SOC) detachments, 11-meter NSW Rigid Hull Inflatable Boat (RIB) Detachments, or Patrol Coastal (PC) ships' boat crew, along with associated NSW boarding teams. A MK V SOC detachment consists of two boats with total of one officer and 13 Special Warfare Combatant-craft crewmen (SWCC). An 11-meter NSW RIB detachment consists of two boats with a total of one Officer in Charge and six SWCC. A PC boat crew consists of three enlisted (Coxswain, Boat Engineer and Boathook/Gunner). The NSW VBSS boarding team will be based on mission requirements.

4. Other quota considerations:

a. Quotas should reflect the assignments established in references (e), (f) and (h) as closely as is practicable.

b. "Fair Sharing." quotas shall not be rotated for the sole purpose of expanding VBSS HDIP to members who perform occasional VBSS duties.

c. The number of personnel entitled to VBSS HDIP is subject to the monthly quotas in paragraph 3, applicable to the command as specified by the appropriate type commander, except:

(1) Personnel on leave or under Temporary Additional Duty (TAD) orders may be retained under orders to a VBSS HDIP billet. These members will not be chargeable against the monthly quota assignment during the period of leave or TAD unless they qualify for VBSS HDIP; however to receive VBSS HDIP, eligible personnel must participate in the minimum number of boarding evolutions for the month concerned.

(2) Personnel injured or incapacitated as a result of performance of VBSS duty will not be chargeable against the monthly quota from the date of disability.

(3) Orders for replacement personnel will not become effective until the date their predecessors depart on leave, TAD, or become disabled. Personnel at any eligible command on Active Duty for Training, Temporary Duty or TAD may be ordered to VBSS HDIP billets and are entitled to VBSS HDIP at the established rates for the period during which they perform such duty.

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5. Injury or incapacitation. When a member, in the performance of VBSS duties, is injured or otherwise incapacitated as determined by an appropriate medical authority, he or she is considered to have met the requirements for that duty during the incapacity, but for no longer than three months in accordance with DoD Financial Management Regulations.

a. If the member already participated in the required number of VBSS evolutions for the month of incapacitation, the three-month VBSS entitlement period commences the first day of the month following the incapacitation.

b. If the member has not participated in the required number of evolutions, the VBSS HDIP entitlement commences on the first day of the month in which the incapacity occurred.

c. The entitlement continues unless the member is reassigned under Permanent Change of Station (PCS) orders to an activity other than the one in which the member was injured.

d. Entitlement terminates when the member is returned to duty by an appropriate medical authority.

6. Competent Authority. Per reference (i) (MILPERSMAN 1720-080), orders by competent authority to a VBSS HDIP billet will be accomplished in writing by the member's commanding officer and will be tracked using local methods. Annotation of being assigned to a VBSS HDIP billet on individual or group TAD orders may also serve as orders by competent authority, but does not relieve the command who originated the TAD orders of the requirement to maintain its own up-to-date VBSS HDIP billet tracking record upon the member's return.

7. The VBSS HDIP Tracking Requirements. Commands may develop local tracking methods, however printed tracking sheets are mandatory for both entitlement and audit purposes. For audit purposes only, the last 12 months of printed tracking sheets shall be retained. Logging the number of daily evolutions for an individual member need only be recorded until the qualification criteria for the month have been met.

8. Request submitted through Personnel Support Detachment. When shore-based commands submit a Military Pay Order (MPO) to the local PSD for the payment of VBSS HDIP, the MPO shall be

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accompanied by both a copy of printed tracking sheet and a copy of the TAD orders, if applicable, clearly endorsed with the arrival and departure dates, to and from the ship, which also clearly identifies those members who were assigned to VBSS HDIP billets during the TAD period. To prevent the possibility of erroneous payments, MPOS should be signed by a Lieutenant Commander (O-4) or above in the command, only after carefully checking the names, social security numbers, and duration of time of those who were assigned to a VBSS HDIP billet aboard ship.

9. For pay policy questions, contact nxag_n130c@navy.mil or DSN 224-5565. For training requirements contact nxag_n132d7d@navy.mil or DSN 225-3914.



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